



**Polskie Centrum**  
Fotoniki i Światłowodów

**Gender equality plan of the Polish Photonics and Fibre  
Optics Centre for 2023-2024**

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## **Part I. Introduction**

The Gender Equality Plan at the Polish Photonics and Fibre Optics Centre is a document prepared with care to respect the values of gender equality. As an entity operating within the European Union, we respect gender equality and promote respect for every human being

The task of those forming the GEP was to analyse the current situation in the PCFS and, based on the analysis, to prepare an action plan for the coming years with a set of activities to aim for:

- conducting an assessment of existing practices and procedures through which gender biases are identified,
- identify and embody innovative strategies to address any biases,
- setting objectives and principles for monitoring progress in promoting gender equality.

The solutions developed on the basis of the diagnosis and adopted are tailored to the company's business profile. The plan covers all groups of employees and provides for data collection and monitoring and the organisation of training.

The first part of the document is devoted to the diagnosis of gender equality behaviour in the Polish Photonics and Fibre Optics Centre. The figures presented describe the situation in this area as of 10.05.2023 and, thanks to them, it was possible to develop an action plan for 2023-2024.

The scope of the data analysed was: the PCFS employment structure for all employee groups and an analysis by gender of PCFS employees. The data collected was analysed in terms of the disparity between the number of female and male employees.

As a next step, a proposed gender equality action plan was prepared, to be implemented by 2024.

This document has been discussed with the PCFS Board and its final form and responsibilities have been agreed with them.

## Part II. Diagnosis

The Polish Centre for Photonics and Fibre Optics (PCFS) provides consultancy, training and information services. It supports the transfer of photonic technology and all the tasks accompanying this process. It conducts scientific research, development work and cares for the dissemination of the achievements of Polish photonics and fibre optics.

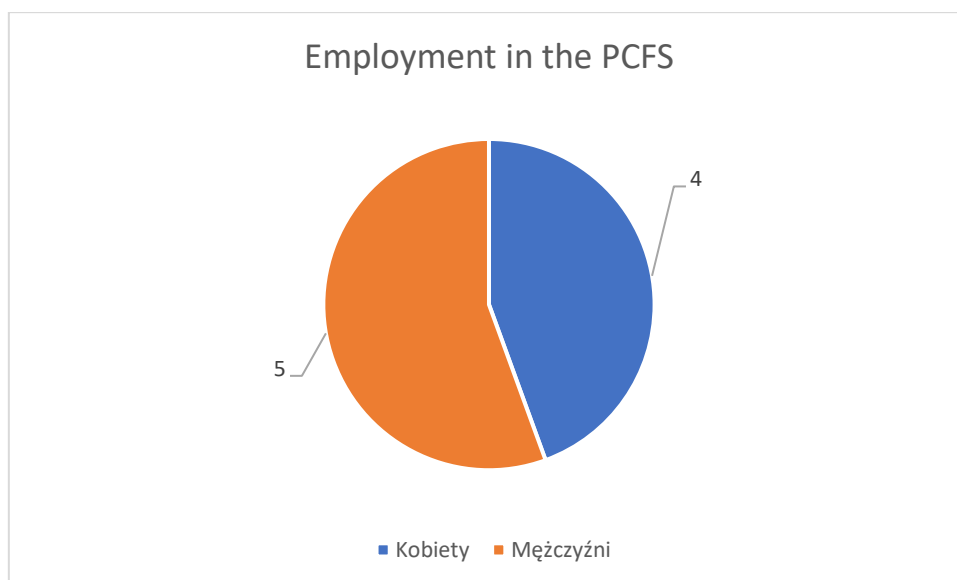
It operates at the interface between science and business and aims to implement Polish innovative photonics solutions, support scientists and entrepreneurs and build a strong Polish photonics sector.

An important element of the activity of the Polish Photonics and Fibre Optics Centre is its large infrastructural and personnel potential. The professionalism of the meritorial, technical and administrative team enables the Centre to fulfil its tasks.

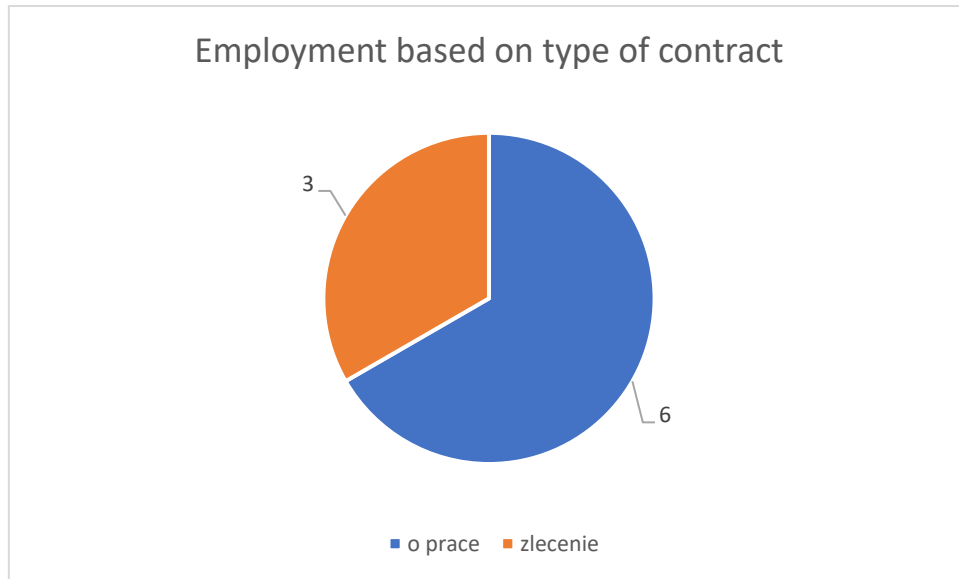
### 1.1 Source of data for diagnosis

Data for the diagnosis on the state of gender equality at the Polish Photonics and Fibre Optics Centre was provided by the HR area.

### 1.2 Total employment



As of 10.05.2023. The Polish Photonics and Fibre Optics Centre employs 9 people, including 4 women and 5 men. The analysis of the employment data shows that the employment rates of men are marginally better than those of women. This situation is shown in the chart above.



The chart above shows the structure of employment by type of employee contract. There are 3 employees working on a contract basis, the rest have an employment contract. It is worth noting that all the women employed at PCFS have employment contracts.

### **Part III. Objectives and fields of action**

Thanks to the collection of the above data, the objectives included in the 'Plan for Gender Equality in the Polish Centre for Photonics and Fibre Optics for 2023-2024' were defined, which are necessary to ensure balance in achieving gender equality in employment at the PCFS. In addition, an action plan has been constructed, which has been prepared bearing in mind the objectives set and the employment analysis made. This document constitutes the action strategy planned for implementation for 2023-2024.

The scope of the "Plan for gender equality at the Polish Photonics and Fibre Optics Centre for the years (...)" addresses the areas identified by the European Commission as key to achieving gender balance in the organisation:

1. Ensure a work-life balance and organisational culture of the institution.
2. gender balance in management and decision-making groups.
3. Gender equality in recruitment and career development.
- 4 Equal access to the implementation of research and projects and teaching content.
- 5 Take action against gender-based violence, as well as behaviour that violates the dignity of any person or creates an intimidating, hostile, degrading, humiliating or derogatory environment.

**Objective 1** Create a tab on the PCFS website containing the Gender Equality Plan in Polish and English.

**Objective 2** Monitor the employment structure.

Maintain records and analysis of PCFS employment by gender.

**Objective 3** Formulation of recommendations by the Board of Directors on balanced gender representation in PCFS events.

**Objective 4.** The Management Board to carry out information activities on, inter alia, the entitlements in connection with parenthood and the possibility of maintaining a work-life balance.

The promotion of such arrangements is intended to facilitate a quicker return and easier implementation of professional duties after parental and parental leave. The main objective of the action will be to inform and raise awareness about gender equality, the reconciliation of

private and professional roles and to show how important these issues are in a company's corporate culture.

By introducing the principles of work-life balance into the company and applying them, the employer gains an employee who is motivated to develop professionally. We support employees in taking care of their health, passions or relationships with their loved ones and care, among other things, by:

- providing private healthcare and insurance,
- providing non-wage benefits such as sports and leisure cards,
- professional development support in the form of training,
- flexible working hours,
- enabling remote working

Attention to working conditions and environment translates into increasing commitment and productivity of employees, thus achieving better results and, consequently, higher quality of work. Therefore, maintaining and ensuring an employee's work-life balance is also important for the employer.

In addition, an employer introducing work-life balance principles into his company improves its positive image in the eyes of potential employees.

#### **Part IV. Summary**

The Polish Photonics and Fibre Optics Centre is committed to gender equality. "The Plan for Gender Equality at the Polish Centre for Photonics and Fibre Optics for the years (...)" describes specific goals and actions and solutions to make them effective. We do not condone any manifestation of discrimination, mobbing or harassment. Actions taken at the PCFS mainly focus on the collection and analysis of information on employment in the company, the implementation of good equality practices and the dissemination of information on gender equality. Raising awareness, passing on knowledge on gender equality is a very important aspect in the operation of a company.